UNITED NATIONS

WORLD CONFERENCE ON NATURAL DISASTER REDUCTION

Yokohama, Japan
23-27 May 1994

Distr.
GENERAL

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ORIGINAL: ENGLISH

INFORMATION FOR PARTICIPANTS

Site of the Conference

1. The World Conference on Natural Disaster Reduction will be held at Pacific Convention Plaza Yokohama (Pacifico Yokohama), 85 minutes by express train from Narita Airport or an average 30 minutes on the limousine bus from Haneda Airport. The address of the Conference is as follows:

World Conference on Natural Disaster Reduction
Pacific Convention Plaza Yokohama (Pacifico Yokohama)
1-1-1 Minato Mirai, Nishi-ku
Yokohama 220, Japan.

Telephone: (81-45) 221-2121
Fax: (81-45) 221-2136

Informal pre-conference consultations

2. Informal pre-Conference consultations to consider organizational and procedural matters will be held at Pacifico Yokohama (Conference Room 502) on Sunday, 22 May 1994, at 2 p.m. The consultations will be open to all States participating in the Conference. Delegates are reminded that, since the consultations are informal, no interpretation services will be available.

Opening meeting of the Conference

3. The formal opening of the Conference will take place at 10 a.m. on Monday, 23 May, in the National Auditorium of Pacifico Yokohama.

4. Further information about the opening meeting will be given at the informal pre-Conference consultations.

Registration of participants and identification cards

5. Delegations are requested to submit to the office of the Secretary-General of the Conference at Pacifico Yokohama arrival and departure information of their Ministers and other dignitaries who will be attending the Conference. It would also be helpful to include information regarding the attendance of spouses. That information is necessary to ensure that all courtesies are extended to the visiting dignitaries.

6. Admission to all meeting and conference rooms will require, at all times, the presentation of identification cards. All participants from Government delegations, United Nations bodies and intergovernmental organizations and accredited non-governmental organizations are therefore requested to register at the locations indicated below.

7. Starting on Saturday, 21 May, Government delegations and representatives of specialized agencies and intergovernmental organizations may register at the Registration Counter on the first floor at the main entrance of the Conference Centre. All accredited non-governmental organizations, individual scientists and experts are kindly requested to register at Exhibition Hall A at the Conference Centre. Registration areas will be open daily from 8.30 a.m. to 6.30 p.m.

8. To facilitate the process of registration, it would be greatly appreciated if those delegations that have not already done so, would communicate the names of their representatives and observers to the Conference secretariat (Registration and Accreditation Office) at Pacifico Yokohama as soon as possible, prior to actual registration in person. It is suggested that delegations should register before the opening of the Conference, preferably not later than 22 May.

9. The loss of an identification card must be reported immediately to United Nations Security personnel.

Programme of meetings

10. The programme of meetings will be printed in the Conference Journal, to be issued on a daily basis, giving the conference rooms and times of meetings.

11. Normally, morning meetings will take place from 9 a.m. to 12 p.m. and afternoon meetings from 2 p.m. to 5 p.m. The Plenary of the Conference will meet on the opening day in the National Auditorium and thereafter in Conference Room 301-305, on the third floor of the Conference Centre. The Main Committee will also meet in Conference Room 301-304 on the third floor, and the Technical Committees will meet in the Main Hall, on the first floor of the Conference Centre.

Seating arrangements

12. At the opening meeting of the Conference, which is to take place in the National Auditorium, each governmental delegation will be assigned six seats. At subsequent meetings of the Plenary and at the meetings of the Main Committee, which will both be held in Conference Room 301-304, each governmental delegation will be assigned two seats, one at table and one seat behind for an adviser. The Main Hall, where meetings of the Technical Committees will take place, provides theatre-like seating with no limit on the number of seats that can be assigned to each delegation.

13. Specifically identified seating facilities will be available for other official participants at the Conference identified by the General Assembly in its resolution 48/188.

14. Conference rooms 502 and 503, each with a seating capacity of more than 100, will be available for regional or other group meetings, meetings of non-governmental organizations and other ancillary events. Participants wishing to reserve one of those conference rooms are requested to contact Mr. William Bunch, Coordinator for Secretariat Services.

Languages of the Conference

15. Arabic, Chinese, English, French, Russian and Spanish are the official languages of the Conference.

16. Official documents of the Conference will be made available in the languages of the Conference.

Interpretation services

17. Statements made in any of the six official languages will be interpreted into the other official languages. Any representative may, in accordance with rule 54 of the provisional rules of procedure, make a statement in a language other than a language of the Conference. In such cases, the delegation in question should provide either an interpretation or a written text of the statement in one of the official languages. On the basis of this interpretation or written text, which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters.

18. There will be interpretation services for a total of two simultaneous meetings in the morning and two in the afternoon, with provision for extended afternoon/evening meetings as necessary. The servicing of all official meetings, extensions of official meetings beyond their normal duration, or the provision of interpretation services to regional or other group meetings should therefore be arranged within that framework. Requests for meetings services should be directed to Mr. William Bunch, Coordinator for Secretariat Services.

Circulation of prepared statements

19. A minimum of 30 copies of the text of speeches to be delivered in Plenary and in meetings of the Main and Technical Committees should be given in advance to the conference officer in order to enable the Secretariat to provide the best possible service. Delegations wishing to circulate their speeches to all participants are requested to provide 300 copies to the conference officer who will be located beside the rostrum in each conference room. All texts should be delivered before the speaker takes the floor, preferably at the start of the meeting.

20. If written texts are provided in more than one official language, delegations should indicate clearly which of these texts is to be accepted as the official text. Furthermore, in order to avoid confusion, delegations should also specify whether this official text is to be "checked against delivery" or read out as written.

Distribution of official documents

21. The main documents distribution counter will be located on the second floor at the Conference Centre. Delegation document boxes will be located by the escalator on the same floor. Documents for the Technical Committee sessions will be distributed at a special counter on the first floor, near the entrance to the Main Hall.

22. All documents distributed at United Nations Headquarters or at the United Nations Office at Geneva before the opening of the Conference will be available at Pacifico Yokohama. Each delegation will be assigned an individual box at the documents distribution counter in which all documents issued during the Conference will be placed. To determine exact requirements, each delegation is requested to advise the documents distribution counter of its daily requirements in terms of the number of copies of each document it wishes to receive during the Conference. The quantity requested should be sufficient to cover all requirements, since it will not be possible to provide complete sets of documents after the end of the Conference.

Receipt and circulation of other documents

23. In regard to other documents that Governments and organizations may wish to make available to Conference participants, they are to be provided by those Governments and organizations in the languages and quantities available. The Secretariat will undertake neither reproduction nor translation of such documents. It is suggested that Governments and organizations make approximately 200 copies available in English, with lesser numbers of the other official languages if those are provided.

24. It would be greatly appreciated if one copy of each such document could be forwarded to Mr. William Bunch, Coordinator for Secretariat Services.

25. The Secretariat will not undertake official distribution of such documents. However, it will ensure that tables are located in close proximity to all conference rooms where those documents can be placed.

Press Centre

26. The Press Centre established for the duration of the Conference will be located in the third floor lounge. The area will include a press working area, press briefing rooms, documents distribution for members of the press, limited video and radio recording and editing studios and, on a commercial basis, facilities for telephone, facsimile and telex. Press briefings will be held in rooms 502 or 503.

Facilities for non-governmental organizations

27. A lounge/meeting room for non-governmental organizations will be made available on the fifth floor upon request. The area will also serve as a document distribution centre for non-governmental organizations.

Media accreditation

28. Media accreditation will take place at Exhibition Hall A from Wednesday, 18 May, until the final day of the Conference.

Poster Session

29. The Poster Session to be held from 23 to 26 May 1994 in conjunction with the Conference will take place in Room 305 of Pacifico Yokohama.

Exhibition

30. The Exhibition to be held in conjunction with the Conference will open on 23 May 1994 and will be located on the sixth floor of the International Cooperation Centre, which can be reached through the main entrance to the Conference Centre.

Transportation for delegations

Airport transfer

31. Coaches and buses will be available to transport Government delegations between Narita Airport and their accommodations.

32. An information booth will be installed at Narita Airport to provide guidance to participants with regard to immigration, customs and transportation.

Transfer to Pacifico Yokohama

33. A shuttle bus service will be available to transport delegates to and from Pacifico Yokohama and their hotels.

Services available at Pacifico Yokohama

34. Facilities available at Pacifico Yokohama include an information and activities desk, a post office, a bank, a restaurant and a cafeteria. A communications facility will offer international telephone and facsimile services.

35. Liaison Officers will be on duty throughout the Conference in order to provide participants with any assistance and information required.